

Electronic Records Retention and Destruction Advisory Committee

Tuesday, April 30, 2013

10:00 a.m. – 3:00 p.m.

Conference Room 119 A/B

State Courts Building, 1501 W. Washington, Phoenix, AZ 85007

Conference Number: 602-452-3192 Access Code: 1114#; [Web Ex](#)

AGENDA

TIME		PRESENTER
10:00 a.m.	Call to Order/ Welcome and Introductions	<i>Marcus Reinkensmeyer, Chair</i>
10:15 a.m.	Committee Rules of Procedure and Proxy Form <input type="checkbox"/> Formal Action/Request	<i>Marcus Reinkensmeyer</i>
10:20 a.m.	Review of: <ul style="list-style-type: none">• Committee Charge from Authorizing AO• Decision Tree• Scope of Work	<i>Marcus Reinkensmeyer</i>
10:45 a.m.	Review of: <ul style="list-style-type: none">• History of Policy Development on Retention of and Access to Case Records• NCSC-Recommended State Comparisons• Notebook Material	<i>Melinda Hardman</i>
11:15 a.m.	A Trend in Courts: Moving from Analog to Digital Records	<i>Karl Heckart</i>
<i>Lunch Break</i>		
12:30 p.m.	Examples of Electronic Document and Data Issues for Discussion	<i>Committee Members/ Melinda Hardman</i>

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration § 1-202. Please contact Melinda Hardman (602-452-3453), committee staff, with any questions concerning this agenda. Any person with a disability may request a reasonable accommodation, such as auxiliary aids or materials in alternative formats, by contacting Kymberly Lopez at (602) 452-3637. Requests should be made as early as possible to allow time to arrange the accommodation.

1:30 p.m.	Discussion of Future Meeting Dates	<i>Committee Members</i>
	Next Meeting: June 14, 2013 10:00 a.m. – 3:00 p.m. Arizona State Courts Building Conference Room 119 A/B	<i>Marcus Reinkensmeyer</i>
1:45 p.m.	Call to the Public	<i>Marcus Reinkensmeyer</i>

ADDITIONAL MEETING DATES

June 14, 2013; 10:00 a.m.

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